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Approved For Release 2006/05/24 : CIA-RDP70-00211R000900220054-8

Report for Week Ending 25 February 1959
from
FORMS MANAGEMENT BRANCH

1. Contributions

a. Tangible

(1) Completed 18 actions requiring the printing of 101,000 copies or sets of blank forms.

(2) Two new and four revised forms were approved.

(3) Three inches of material from our files has been destroyed.

25X1 [redacted]

b. Intangible

(1) As a result of wasted space on Form 244, "Employee Suggestion Form" in regards to placing mailing address at the top to fit Agency window envelopes, it has been discovered the Agency stocks only one size with the window out of position for providing the "show through" desired of this form. It has been found we can procure an envelope of more desirous size (3 7/8" x 8 7/8") with the window positioned to accomodate any location of the mailing address on the form. This will insure better allocation of space on forms to be used in

25X1 window envelopes. [redacted]

(2) In connection with pending revision of Form No. 108, "Security Check Sheet", discussed with [redacted] of the 25X1
Security Office, certain changes necessary to make the instructions thereon consonant with the instructions on the plastic safe dial covers and the instructions about to be released in the pending Security [redacted] These current 25X1
instructions will be modified and recoordinated with the Security Office to meet these requirements.

Further discussion was also had regarding the possible Security Office reaction to the proposal that the use of Security Check Sheets be eliminated. [redacted] response 25X1
on this matter, though personal and unofficial, was negative. This discussion, however, resulted in his agreement to bring this matter to the attention of his office for further consideration. It was proposed by [redacted] this suggestion 25X1
be initially tied on a limited basis within RMS. This, of course, will depend on future developments. [redacted] 25X1

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(3) The machine runs of the Alphabetical, Numerical, Functional and Overseas indices have been distributed. [redacted] 25X1

(4) Arrangements are being made to have Contact Division/00 get in touch with several envelope manufacturing companies to determine what may be available for improving the "Agency Chain Envelope". [redacted] 25X1

25X1 (5) Met with [redacted] Chief, Cataloging Section and [redacted] 25X1
25X1 [redacted] Chief, Depot Stock Control Section, in connection with their informal request to supply pertinent data on all forms actions necessary for the Supply Division's maintenance on a current basis, of a forms section in the Headquarters and
X1 [redacted] Supply Catalogs. This discussion resulted in questions arising as to the specific information required and how it might best be furnished. On its face, supplying this data appears to be substantially a duplication of effort now being directed toward Machine Records for providing our machine runs. This proposal will require further consideration and will be discussed with cataloging experts and the Machine Records Division before any action is taken. [redacted] 25X1
25X1 [redacted]

2. Assignments - Active

(1) Ten new and 24 revised forms are pending.

(2) Ten Employee Suggestions.

(3) The survey of all forms not ordered within the past 18 months is continuing. To date, approximately 150 forms have been made obsolete. [redacted] 25X1

3. News

a. This office was very well represented at "IRAC" meeting held at National Archives, 20 Feb 1959, covering the subject of "Employee Motivation for Better Paperwork Management." Those in attendance were [redacted] 25X1

b. Efforts are being coordinated with Mrs. Lofink, ACSI, Army on final details pointing toward the installation in the Army, on a world wide basis, of the common "Information Report". [redacted] 25X1

c. A very interesting colored slide presentaion covering systems, procedures and matters of a general Security nature involved at the New Building Site was made at the Friday Staff meeting. [redacted] 25X1
25X1
[redacted]

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Records Disposition Branch

1. Contributions

None

2. Assignments

25X1 a. Filing Equipment [redacted]

Personnel/RSD

25X1 OO/Contact Division/[redacted]

Security/Building 13

EE Division/DDP

OO/FDD

Personnel/CPD

No change from previous report.

b. Records Systems

Subject Numeric Files in OP [redacted] 25X1

No change from previous report

Special Planning Assistant/DDS [redacted] 25X1

No change from previous report

c. Records Schedules

25X1 OO/FDD [redacted]

25X1 An audit of the Records Management Program was launched during the week. [redacted] ARO aided the team in surveying the records of the Support Branch.

25X1 OCR [redacted]

Completed work on comparison of retention periods for certain requirements files in various Agency offices and submitted listing to Chief/Records Disposition Branch.

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d. Special Projects

Review of Clerical Training in Filing [redacted] 25X1

No change from previous report

25X1 [redacted] made arrangements to move the remaining components of the Management Staff to their new quarters. The final move was completed Saturday.

25X1 3. Vital Materials [redacted]

Compliance with approved disposition instructions for raw and finished intelligence in the Central DD/I collection continues. Figures reflecting disposal of tab cards and microfilm of raw intelligence were reported previously. Disposition of hard copy of finished intelligence to date amounts to approximately 10% of the entire collection. This 10% amounted to 25 cubic feet.

25X1 [redacted] spent one day at the repository this week to assist us in reviewing for completeness, the DD/I central finished intelligence collection.

Three persons from ORR/Map Division visited the repository to work on the map collection.

25X1 [redacted] and two other persons from DD/P accompanied last weeks trip to the repository.

Microfilming of Vital Materials in OCR/GR continues. Filming of VM in Personnel will commence next Saturday.

4. News

All members of the Staff attended the IRAC meeting on 20 February.

25X1 [redacted] has been designated to work with the Ad Hoc Committee on CS Support Records.

[redacted] 25X1

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